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FORM NO. 241   REPLACES FORM 36-8   (47)

18 July 1983

MEMORANDUM FOR: Information System Board Members

25X1   FROM:

Executive Secretary to the Board

SUBJECT: Minutes of 27 June 1983 Meeting of the
Information Systems Board

1.   The Information Systems Board met for the first time
on Monday, 27 June 1983.   Charles Briggs (ExDir) chaired the
25X1   meeting; participants included _____ (D/ODP);
25X1   _____ Clarus Rice (D/OCR),
25X1   Robert Kohler (D/OD&E), _____ (D/OSO), Rutledge Hazzard (D/NPIC)
25X1

2.   Mr. Briggs convened the Board, commenting that the lack of
an Agency-wide perspective toward information management in the past
has inhibited the planning and development of our automated
information systems.   He pointed out, however, that ADP is not CIA's
business -- the collection and analysis of intelligence information
is the Agency's job.   Automation is merely an expensive tool that
hopefully will help CIA do its job faster and better.   The Board
needs to resolve its current information management problems
quickly, he continued, and get ADP planning on track.

3.   Mr. Briggs next commended to the Board the draft of the
"Strategic Plan for Information Handling Systems" disseminated in
October 1982 (copies of the plan provided to Board members).   He
stated that the Information Services Planning Working Group would
use the Plan as a basis from which to develop a non-technical "road
map" of options for improving information services.

4.   The Information Systems Board, Mr. Briggs concluded, is
intended to be an interim group to rapidly solve our most pressing
information management problems.   He asked Board members to begin
thinking about:

-- the best future structure for managing information in
CIA; and

-- how the Agency can benefit from the improved efficiency
and cost reduction which automation has brought to
industry.

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5. <u>Role and Organization of the Information Systems Board</u>:
Mr. Briggs outlined the Board's multiple roles. Options and
recommendations on ADP issues and policies derived in the working
groups will be discussed and decided by the Board, acting on behalf
of the EXCOM. The Executive Director will decide issues where
consensus is not achieved, and only the most contentious and/or
significant issues will be passed to the EXCOM for consideration.
Board members, of course, are free to suggest Deputy Director
consideration of any issue.

6. Board meetings will be held once monthly for one hour, and
each Board member will monitor at least one working group. Board
members may choose to attend working group meetings or not as
necessary. The deliberations and determinations of the Board will
be reported to the EXCOM, DDCI, and DCI by the Executive Director in
his capacity as Chairman of the Board. Each Board member wears two
hats -- his directorate hat as the head of a component and an Agency
hat as a member of the Board. As a component head, each individual
Board member is responsible for translating Board and EXCOM policy
decisions into programs and procedures.

7. <u>Short-Term Issues</u>: Mr. Briggs then discussed four pressing
problems which need rapid resolution in order to avoid delaying
on-going projects.

    RECON GUARD: CIA's traditional position on sharing
automated data files with the Intelligence Community has been
that security problems endangered the Agency's sensitive source
information and prevented such sharing. RECON GUARD is ready
for in-house testing. If the GUARD test proves that sensitive
data in the RECON data base will not be comprised by opening
that data base to on-line Community access, the Agency will need
to prepare a new position on the sharing of data. Mr. Briggs
asked that D/ORD prepare a short briefing on the status of
RECON GUARD for the next meeting; and that the Computer
Security Working Group monitor the RECON GUARD test, and, if
warranted, prepare for Board consideration a new Agency
position on sharing information in automated data bases.

    LOCAL AREA NETWORK (LAN): Mr. Briggs asked that the D/OC
prepare a quick report for the next Board meeting on the
progress of the LAN study for the new building <u>and</u> the
requirements and costs of a LAN for the old building. He asked
whether or not CIA could use the already installed "bus," and
suggested that the LAN committee coordinate its activities and
information with the Information Services Planning Working
Group.

    WORD AND DATA PROCESSING: Mr. Briggs commented that CIA
needs to bring word and data processing together into one
workstation rather than pursue two separate paths. He asked
the D/ODP to prepare a short briefing for the next meeting on

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feasibility and costs of using the Wang terminal as a VM
terminal and what steps ODP has taken thus far to bring word
and data processing together for most users.

FY 1985 BUDGET: Mr. Briggs asked that Board members begin
considering any last minute initiatives that should be added to
the 1985 budget at the September meeting.

8. Long-Range Issues: Mr. Briggs listed four equally
important but less pressing problems which will be studied by one or
more of the working groups prior to deliberation by the Board.

ARCHITECTURE: The Information Services Planning Working
Group will be responsible for developing an Agency-wide "road
map" of options for automated and manual information
capabilities needed over the next decade. Most of the working
groups will be involved in this planning effort as well. Among
others, the plan should address the following issues:

-- local area network for the new and old buildings;

-- distributed versus central processing or some hybrid;

-- one terminal for both data and word processing;

-- access to Headquarters systems by overseas components;

-- standard equipment (terminals, printers, etc.) for
everyone, user freedom in selecting equipment or some
combination;

-- CIA's future mass storage requirements and technology
(optical disk, tapes?); and

-- CIA's future communications requirements and technology
(fiber optics?).

SOFTWARE: As software costs continue to soar in comparison
with hardware costs, the Requirements and Technology
Acquisition Work Group will assess:

-- how best to control software costs and yet get a quality
product (in-house development, buying prepared packages,
contractor development, or some combination of these) -- the
Information Services Planning and Artificial Intelligence
Applications Working Groups may also study this problem;

-- how to speed the acquisition and testing of software
(and hardware) of interest to users and improve the tailoring
of software to specific user needs?

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MANAGEMENT: The Board will need to consider several information systems management issues within the next year:

-- accountability for system users (unlimited use of automated systems, controlled use and access, or limited use - Planning Working Group;

-- user audit trails (Computer Security Working Group);

-- how to capitalize on Artificial Intelligence research without becoming a funder in this very expensive field (Artificial Intelligence Applications Working Group);

-- how to tie ADP planning to budgeting to programming more directly (Requirements and Technology Acquisition Working Group and Planning Working Group);

-- how to improve the efficiency of top level CIA management functions such as budget, personnel, planning, and policy formulation (Executive Information Systems Working Group).

FUTURE REQUIREMENTS: Increasingly, technology is driving requirements and not the reverse. Mr. Briggs suggested that we should try to slow this trend by:

-- establishing a more efficient and flexible process to analyze requirements, match requirements with available technology, and proceed rapidly to protyping and procurement. (Requirements and Technology Acquisition Working Group)

-- establishing a validation procedure for current requirements (Requirements and Technology Acquisition Working Group);

-- establishing clear and enforceable standards for security in all future automated information systems (Computer Security Working Group);

-- establishing guidelines for compatability between new systems and old (Planning Working Group).

9. <u>Structure and Functions of the Working Groups</u>: Mr. Briggs stated that the amount of time working group members would need to devote to the groups probably would fluctuate depending upon the stage of each group's assigned tasks. A full-time effort might be required for short periods prior to the publication of a groups' recommendations, for example, while bi-weekly or monthly meetings would suffice most of the time. Mr. Briggs encouraged components to nominate anyone with expertise to contribute to any working group. In addition, the working groups are encouraged to add to their membership any Agency expert who may have been overlooked. Each working group will determine its own methods of operation, working schedule, structure and chairperson. The working groups will report

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the status of their tasks to the Board through short written or oral briefings at regular intervals. Final reports and recommendations will be presented to the Board as completed.

     10. <u>Oversight</u>: Mr. Briggs asked the following Board members to monitor (but not chair) the working groups:

     -- Computer Security: D/OS and C/IMS

     -- Requirements and Technology Acquisition: Compt and D/OD&E

     -- Executive Information System: D/OIS and C/ASG

     -- Workstation Environment: D/OCR, D/NPIC and C/IMS

     -- Artificial Intelligence Applications: D/ORD, D/OD&E, and C/ASG

     -- Information Systems Planning: D/ODP, D/OC, and D/OCR Board monitors are responsible for seeing that deadlines are met and that any problems are reported to the Board. Monitors should participate in, but not direct, the issue analysis and recommendations formulation process in the working groups. Board members are free to attend any working group session regardless of assignment. The Information Systems Planning Officer

25X1   will serve as the Executive Secretary of the Board and will coordinate efforts between the Working Groups.

25X1

Distribution:

25X1	1 - _____ (D/ODP)
25X1	1 - _____ (D/OIS)
25X1	1 - _____ (D/OS)
	1 - Clarus Rice (D/OCR)
	1 - Robert Kohler (D/OD&E)
25X1	1 - _____ (D/OSO)
	1 - Rutledge Hazzard (D/NPIC)
25X1	1 - _____ (DD/OC)
25X1	1 - _____ (DD/ORD)
25X1	1 - _____ (C/IMS)
	1 - _____ (C/ASG)
25X1	1 - _____ (ORD)
25X1	1 - _____ (Compt)
	1 - Planning Staff

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